**Steps for Compliance with Three is Three Timelines**



**For Infants Receiving Auditory Impairment (AI) Services**

**Or Visual Impairment (VI) Services in ECI**

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| AI/VI staff attend Early Childhood Intervention (ECI) agency transition meeting. ECI Individual Family Service Plan (IFSP)  is presented to Houston ISD staff 90 or more  days prior to child’s third birthday. |
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| AI/VI evaluation specialist, in conjunction with current AI/VI itinerant teacher and intake staff, reviews folder and schedules evaluation prior to child’s third birthday. |
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| AI/VI evaluation specialist completes a Full Initial Individual Evaluation (FIIE) within 60 days of written parent consent  **prior** tothe child’s third birthday. Evaluation specialist also schedules and conducts a multi-disciplinary team (MDT) review. |
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| Completed FIIE and MDT recommendations are sent to  AI program specialist or VI senior manager who forwards to the  appropriate AI/VI program or elementary program specialist. |
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| Special education department chairperson schedules initial ARD/IEP committee meeting within 30 days after the evaluation is completed **prior** to the child’s third birthday. |
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| Special education AI/VI teacher develops draft IEP goals and objectives for initial ARD/IEP committee meeting and sends to parent with meeting invitation. |
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| Evaluation specialist emails confirmation of ARD/IEP completion and disposition to AI program specialist/VI senior manager. |